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CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CEA

CAREER EXECUTIVE ASSIGNMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(CalPERS)

SALARY: \$5493-7668

POSITION TITLE: Chief, Health Benefits Services Division

FINAL FILING DATE: October 24, 2003, APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

BACKGROUND

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$145 billion. It serves over a million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$6.9 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of approximately one-third State employees, one-third employees of the 2,519 local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that provides health care benefits to State and contracting public agency employees. The Health Benefit Services Division oversees the enrollment, eligibility, and member health services appeals for State and public employees, retirees, and their families. The Division is responsible for assisting health plans, health benefit officers from state and public agencies, school districts, and members by providing eligibility determinations and enrollment services. The Division also handles members' HMO and PPO appeals, requests for administrative hearings, and requests for extended coverage to over-age dependents. In addition, the Division facilitates contracts and

billing with public agencies, individual school districts, and the State Teachers' Retirement System.

DUTIES/RESPONSIBILITIES

Under the direction of the Assistant Executive Officer, Health Benefits, plans, organizes, and directs all aspects of the Health Benefits Program for State and public agency active and retired employees, and dependents for health care services. This includes providing policy and program direction to staff on the interpretations and dissemination of information regarding the Public Employees' Retirement Law (PERL), Public Employees' Medical and Hospital Care Act (PEMHCA), regulations, and policies related to health benefit eligibility, enrollment, and other issues impacting the CalPERS Health Benefits Program. The position directs the formulation and implementation of new eligibility determination and enrollment procedures and analyzes customer service trends and new developments in the health care industry. The position is responsible for establishing and implementing an aggressive marketing plan to attract new public agencies into the CalPERS Health Benefits Program.

The position also provides expert technical advice and policy direction to Executive staff and the Board of Administration on critical issues related to health care and the Health Benefits Program. This includes representing CalPERS before the legislature, Board of Administration, high-level State and local government administrators, employee/retiree groups, and professional affiliates on matters relating to health care. In addition, as a member of the senior management staff, makes recommendations to Executive staff on policy and procedural matters impacting the department's programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status,

Or II

Must be a legislative employee who meets the requirements of the Government Code Section 18990,

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition, applicants must satisfy the following minimum qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislative and Executive branches; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resource management; knowledge of equal employment opportunity and anti-discrimination programs.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices;

integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience: (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

Broad administrative or program manager experience at the SSM III level or above, with substantial participation in the formulation, operation, and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS

1. Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.
2. Strong management skills, particularly in the area of policy and program direction related to health care or benefit administration, and the demonstrated ability to monitor workloads and accomplish stated objectives.
3. Experience in an administrative or executive capacity with responsibility for policy development and program administration, especially in a medical administrative health or benefits setting.
4. Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences, including a board or similar body.
5. Knowledge of health care and managed care industries, health care economics, administration, financial mechanisms, and business strategies.
6. Experience in marketing benefit programs, including a fundamental understanding of successful methods and strategies.
7. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

FILING INSTRUCTIONS

All interested applicants should submit:

- A standard State application (Form 678), a current resume, and
- A **Statement of Qualifications**, no more than three pages single-spaced, specifying how the desirable and minimum qualifications are met.
- Please include the names and telephone numbers of at least two references.

Please submit application, resume, and Statement of Qualifications to:

**California Public Employees' Retirement System
Human Resources Division, Attention: Monica Armendariz
400 P Street, Room 3260
Sacramento, CA 95814**

Applications must be received by 5:00 p.m. on October 24, 2003. Questions concerning this examination should be directed to Monica Armendariz at (916) 326-3816.

EXAMINATION INFORMATION

Applications and Statements of Qualifications will be screened based on the minimum and desirable qualifications as stated in this announcement. Job-related criteria will be used to comparatively rank qualified candidates. Interviews may be conducted if deemed necessary. All candidates will be notified in writing of the examination results.

The results of this examination will be used to fill this position and may be used to refill the position should a vacancy occur within the next year. If a vacancy occurs, a decision will be made whether to open testing in order to consider new applicants, as well as those previously considered.